



Complete the following form and submit to the Office of Marketing and Communications for consideration. If approved, you will receive additional information for the creation of the social media page development you are requesting.

Name: _____ **Phone:** _____

Email: _____

Area, department or club you are requesting the page for: _____

The college's approved social media platform for employees who work outside of the Office of Marketing and Communications is Facebook.

Do you need beginner level training for Facebook?

- Yes
- No, I am comfortable using social media
- I do not understand and need further explanation

Facebook Page Requester Requirements

- 1. The requester of the Facebook page bares responsibility for the upkeep and monitoring of all pages he/she requests.**
- 2. Official pages are NOT to allow page administrative access to individuals who are not employees of the college.**
- 3. Requesters are to monitor pages several times throughout the day. Any social media page, on which viewer comments are visible, must be strictly maintained. Any profanity, lewd comments, racist comments, personal comments about individuals, or offensive comments (including images and videos) of any kind posted by viewers must be immediately removed from the page.**
- 4. All questionable activity on official WCJC social media pages should be immediately reported to the Office of Marketing and Communications.**

Your signature below indicates that you will abide by all requirements stated in this document if your request is approved.

Employee Signature

Date